



Division of Public Health Services

Office of the Assistant Director

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JANICE K. BREWER, GOVERNOR

WILL HUMBLE, DIRECTOR

Dear VFC Provider,

The Centers for Disease Control and Prevention (CDC) requires all Vaccines for Children (VFC) enrolled providers to participate in an educational training annually. As a result of this requirement, the Arizona VFC Program requires all VFC providers to complete one training webinar each calendar year before annual enrollment can be completed. Providers can select one of the following webinars to meet this requirement.

- “You Call the Shots” Storage and Handling Webinar or
 - “You Call the Shots” VFC Requirements Webinar
- The VFC Coordinator and their backup ***must*** complete this annual training. It is recommended that all provider staff that are actively involved with the VFC program also complete the training.
- The webinar must be completed before submitting the annual re-enrollment documents. A copy of the certificate of completion must be submitted along with the re-enrollment documents.
- The certificate for completing the webinar must be kept on file at the provider’s office and presented to the VFC site visit reviewer upon request.

Guidance for accessing the training webinars are included in the instructions document attached. Please follow these instructions carefully to ensure complete access to the CDC webinar.

For questions related to this training requirement, please contact the Arizona VFC Program at 602-364-3642.

Sincerely,

Michelle Hanson

Michelle Hanson, RN, MPH
VFC Quality Control Manager
Arizona Immunization Program Office

Center for Disease Control (CDC)
“You Call the Shots” Webinar
Instruction Guide

1. Register at <http://www2a.cdc.gov/TCEOnline/index.asp>. If you are already a CDC Training and Continuing Education Online Participant, please skip to step 4.
2. Click on **New Participant**.
3. Complete **New Participant Registration Participant Profile**. Follow the prompts until your registration is complete.
4. Once complete, go to <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>
5. Click on the 2nd or 3rd bullet – **Vaccine Storage and Handling** or **Vaccines for Children (VFC)**.
6. Scroll to the bottom of the page and click “continue” to start program.
7. Once you have completed the course and you’re on the “Resources” page, click “Click here to Continue.”
8. Print this page or write down the course number and verification code. Click on the link <http://www2a.cdc.gov/TCEOnline>.
9. Click on the “Participant Login” link.
10. Enter your Login Name and Password, click on the “Log in Now” button.
11. Click on the “Search and Register” link.
12. In the middle section, 2) Keyword Search, type in the course number and click the “View” button.
13. Click on the course link, scroll to the bottom of the page and click on the appropriate CE designation (example, if a Medical Assistant (MA), click on .1 CEU (for other professionals).
14. Complete the demographic information and click “Submit.”
15. Take the Posttest if required, then follow the prompts until you can click on “Certificate.”
16. Print your certificate.